



*John Edwards
Interim Executive Director*

*Hon. John C. Magruder
Chairman*

MEMORANDUM

TO: MPPDC Board of Commissioners
FROM: MPPDC
DATE: July 31, 2026
RE: August 5th Called Commission Meeting

The Middle Peninsula Planning District Commission will host a called meeting on Wednesday, August 5 at 7:00 p.m. in the HUB33 Mattaponi Conference Room at the Middle Peninsula Planning District Commission office located at 4521 Lewis B. Puller Memorial Highway in Mattaponi, VA 23110.

Enclosed are the meeting agenda and supporting materials for you to review before the meeting.

I look forward to seeing you on **August 5, 2026**.

Middle Peninsula Planning District Commission Meeting

7:00 P.M.

Wednesday, August 5, 2026

4521 Lewis B. Puller Memorial Highway

Mattaponi, VA 23110

Called Meeting

- I. Welcome and Introductions
- II. Consideration of proposals for Professional Services
 - a. Executive Director
 - b. Financial Support
- III. Closed Session to Discuss Personnel Matters pursuant to Virginia Code § 2.2-3711(A)(1), If needed.
- IV. Other Business
- V. Adjournment

From: [Karen Witherspoon](#)
To: [John Edwards](#)
Subject: Proposals
Date: 31 July 2026, 17:25:18
Attachments: [Robert Half.docx](#)
[Jasmine Minter_RHFTEP Profile_2026.07.13.pdf](#)
[Middle Peninsula Planning District Commission - MGT Staffing information.pdf](#)

John,

Sorry for the delay. I have left a message with SGR and still have not heard back from them with a proposal.

You may need to include the below in your information for the meeting next week since these items are not all present in the proposal documents.

1. Attached, please see the information from Robert Half (not really a proposal) for the outsourced Accounting lead.

Hourly bill rate (all in) \$86.90/hour for the identified candidate.

There is an info sheet and a resume for an identified candidate who is currently wrapping up at the HRPDC. I have a screening session with her Monday.

2. Attached, please see the proposal from MGT. This proposal is really the mark up rate which I negotiated from 50%, their standard to 45%.

Interim Executive Director Hourly Rate: \$90-105/hour + mark up

Accounting Hourly Rate: \$75-85/hour + mark up

I hope to hear from SGR soon.

Have a great weekend!

Karen

Job Details

Hired candidate:
Coming Soon

Worksite address:
Hybrid

Job title:
Sr. Accountant

Bill rate:
\$86.90/hr

Start date:
7/30/2026

Bill to:
Karen Witherspoon

End date:
12/31/2026 [✎ Edit](#)

Company:
Middle Peninsula Planning District

Reports to:
Karen Witherspoon

Billing address:
4521 E Lewis B Puller Mem Hwy, Suite 100, Shacklefords, VA 23156

Requester:
Karen Witherspoon

Order #:
04550-0013480129

Time report approver:

Sent: Wednesday, July 29, 2026 2:38 PM

To: karen@elevateleadershipllc.com <karen@elevateleadershipllc.com>

Cc: Coughlin, Catherine (04550) <catherine.coughlin@roberthalf.com>; Crawford, Savannah (04550) <savanah.crawford@roberthalf.com>

Subject: RE: Robert Half Candidate - Jasmine

Hi Karen,

Thank you for your time and for considering Jasmine for this opportunity with the Middle Peninsula Planning District. We appreciate the chance to partner with you, and we're excited about the potential fit.

Jasmine is currently wrapping up a few deadline-driven priorities this week, but she would be available to meet with you on **Monday, August 3rd at 10:00 AM** via Zoom. Please confirm this time and date still works for you, and I'll be happy to coordinate the meeting details.

Thanks again, Karen. We appreciate your time and consideration and look forward to connecting you with Jasmine.

Best,

Matt Johnson

CFA FTEP Talent Manager

Finance & Accounting

Direct Line: 757-981-0970 ext. 52119 | Connect with me: [LinkedIn](#)

Robert Half | 150 W. Main St. | Suite 1850 | Norfolk, VA 23510 USA | roberthalf.com

From: Crawford, Savannah (04550) <savannah.crawford@roberthalf.com>

Sent: Wednesday, July 29, 2026 2:21 PM

To: karen@elevateleadershipllc.com

Cc: Coughlin, Catherine (04550) <catherine.coughlin@roberthalf.com>; Johnson, Matt (04550) <matt.johnson@roberthalf.com>

Subject: Robert Half Candidate - Jasmine

Hey Karen,

Thank you again for your time earlier today. We are excited to partner with you on this need for the Middle Peninsula Planning District.

As we discussed, Jasmine could be a great fit for the current need. She is currently a Full Time Engagement Professional (FTEP) with Robert Half, and is available to start on 8/10. I have included her resume for you as well.

I am also looping in my colleague, Matt Johnson. He is Jasmine's supervisor, and will coordinate the Zoom interview with her. He is working to nail down her availability for tomorrow, and then he will loop back and confirm with you.

Jasmine Minter – Senior Accountant – Available 8/10

Bill Rate: \$86.90/hr

- **Experience:** 10+ years of accounting experience across higher education, construction, nonprofit, municipal, energy, logistics, and community outreach organizations. Expertise in general ledger, grant accounting, payroll, month-end/year-end close, audit preparation, reconciliations, project accounting, compliance, international accounting, and financial reporting. Proven success partnering with CFOs and executive leadership while managing complex financial operations.
- **Software:** Advanced Excel, Banner (Ellucian), QuickBooks, Financial Edge, Sage Intacct, Sage Construction, RealPage, Paylocity, Blackbaud
- **Industries:** Higher Education, Infrastructure Construction, Non-Profit, Municipal Government, Energy, Logistics, Community Outreach
- **Special Info:** Seasoned accounting professional with leadership experience, including staff training, process improvement, grant administration, and international accounting. Known for strengthening internal controls, ensuring compliance, managing complex audits, and serving as a trusted partner to executives in highly regulated environments.

Please let us know if there is anything further that you need.

Thanks!

Savanah Crawford

Branch Director

Finance & Accounting

757.981.0972

Connect with us: [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

Robert Half | 150 W. Main St. | Suite 1850 | Norfolk, VA 23510

Jasmine Minter

Full Time Engagement Professional

Professional Summary

In Jasmine you have a seasoned accounting professional with extensive expertise across diverse industries such as higher education, construction, non-profit, municipal, energy, logistics, and more. Jasmine's qualifications include advanced proficiency in financial systems like QuickBooks, Sage Intacct, and Financial Edge, alongside a BA in Accounting. Demonstrated competencies span a wide range of accounting functions, from reconciliations, payroll, and grant management to international accounting, compliance, and audits. Jasmine's prior leadership roles highlight experience in staff training, process improvement, and collaboration with executives, showcasing exceptional attention to detail and a robust ability to manage complex financial operations

Areas of Practice

General Ledger
Accounts Receivable
Accounts Payables
Reconciliations
Grant Accounting
Constr Proj Acctng
GAAP, IFRS, FAR
International Acctng
Currency Conversion
Accruals
JE's and Adj JE's
Reclasses
Billing
Collections
Cash/Cash Posting
Fixed Assets
Financials Production
M/E & Y/E Close
Payroll
Audit Prep
Business License
Leadership

Industry Experience

Higher Education
Infrastructure Constr
Non-Profit
Municipal
Energy
Logistics
Community Outreach

Computer App's

Banner (Ellucian)
Excel (advanced)
QuickBooks
Financial Edge
RealPage
Sage Construction
Sage Intacct
Paylocity
Blackbaud

Robert Half Finance and Accounting

Hampton Roads Planning Division

Senior Accountant

Supported the CFO in all aspects of governmental accounting, financial reporting, grant administration, compliance, and fiscal operations. Managed month-end and year-end close processes, audit preparation, payroll administration, grant accounting, and financial system oversight while ensuring accuracy, regulatory compliance, and effective internal controls

- Managed month-end, quarter-end, and year-end close activities, including trial balance preparation, general ledger oversight, reconciliations, and audit support.
- Prepared financial reports, audit schedules, YTD/monthly cost summaries, and program management reporting.
- Administered payroll functions, including payroll tax and benefit schedules, timesheet adjustments, and payroll support for regional agencies.
- Oversaw grant accounting activities, including new grant setup, budget amendments, expenditure tracking, cost allocations, and project financial management.
- Served as GMS Administrator, providing system support, issue resolution, and process documentation while developing training materials and procedures for staff.
- Partnered with the CFO on financial reviews, transaction analysis, compliance monitoring, internal controls, and resolution of complex accounting discrepancies.
- Managed multiple concurrent projects while ensuring compliance with federal, state, and local regulatory requirements and meeting critical deadlines.

Hampton University

Staff Accountant

Provide financial and procurement support, working closely with the Purchasing dept. to facilitate requisitions and purchase orders, Accounts Payable dept. to ensure timely payments. This role also involves obtaining vendor quotes, assisting with purchasing processes, and maintaining an organized inventory system. The objective is to enhance efficiency, ensure compliance with financial policies, and maintain accurate procurement and inventory records.

• Requisition & Purchasing Support

- Coordinate with the Purchasing Department
- Manage Procurement Process
- Submit requisition for approval

Robert Half has interviewed this candidate. We have not verified all representations made by the candidate in this resume. We recommend that our clients also perform their own reference checking.

Education

ECPI School of
Technology

**BA Accounting
2019**

- Forward to budgets team
- Confirm funding source by University or Grant funds
- Distribute PO to Vendor
- Invoice submission for payment
- **Vendor Quotes and Pricing Analysis**
 - Obtain & Evaluate Quotes
 - Liaise with the Accounts Payable Department
 - Track payment status
- **Inventory Management Tracking**
 - Develop & Maintain Inventory Sheet
 - Audit and Reconciliation
- **New Vendor Onboarding**
 - Obtain Vendor documents
 - Follow Up on Vendor setup

**Virginia Symphony Orchestra
Staff Accountant**

- **Outgoing Cash / ACH Analysis**
 - Compared payments made versus payments due according to vendor invoices or up to date statements made actual via ACH, check, or credit card. Some Payments were confirmed duplicate paid by Check or Credit card.
- **Reconciliation of GL to Bank Statements**
 - Once bank transactions and vendor balances were confirmed, AP GL reports were constructed via Reporting in Financial Edge to compare the dollars, coding and transactions matched to what the bank identified.
- **Sold Services & Tess Donation Reconciliations**
 - Confirmed the donations received by Tessitura and Sold Services in Towne Bank were received by Christy (Chief Operations) or Development team to be recorded in Financial Edge.
- **Sentara allocations and payments**
 - Evaluated employee benefits received and paid in the proper terms and allocations to confirm the current amount due, or credits received.
- **Accrue June 30th AP**
 - Journal entries were created to accrue vendor invoices that were due or paid in the next fiscal year (fy25) but for terms of service in FY24. There was a Financial Edge system error that extended FY24 into July that also needed to be corrected.
- **FY24 / FY25 Deposits**
 - Deposits made by ACH batches, Individual checks, cash, or Tess was confirmed received and recorded in Financial Edge. Those transactions not recorded were printed and processed for Development to process.
- **FY24 / FY25 Credit Card Reconciliations**
 - Individual receipts were gathered via email or employee drop folder and reconciled to credit card statements. Credit Card Payments were confirmed 'Made' by Bank Statement Reconciliations. Once payments and transactions were confirmed there should have been an entry made in Financial Edge Crediting Accounts Payable

Robert Half has interviewed this candidate. We have not verified all representations made by the candidate in this resume. We recommend that our clients also perform their own reference checking.

Debiting Transactions to a Reclass Later account; if this transaction is not present it would need to be entered before creating the reclass Journal Entry. The final Import Journal Entry is Crediting the Reclass account and Debiting the Expense account of each transaction (estimating 658+ records).

Tidewater Utility Construction**Staff Accountant**

- DAILY:
 - Billing, Invoices, and Adjustments
 - Addressed receivable billing and invoicing crucial for managing cash flow, tracking project progress, and ensuring fair payment for services rendered, while also helping with cost control and compliance
 - Responsible for tracking specific project milestones and completion percentages
 - Responsible for the release of project holdings (retainage fees) at the completions of projects
 - Applied payment deposits received to specific Job and Invoice
- MONTHLY:
 - T&L Year End Package
 - Assisted in financial documents required to track and manage the financial performance of specific entities, allowing for independent analysis and reporting of their loans and operations while also facilitating consolidation with the parent company
 - GL Reconciliations
 - Performed to ensure the accuracy and completeness of financial records by comparing the general ledger (fixed asset account and Garnishment account) balances to supporting documentation, identifying and resolving discrepancies, and maintaining financial order and transparency.
 - Bank Reconciliations
 - Compared recorded cash transactions in Sage with the bank statement of the Operational bank account and Payroll bank account to identify and resolve any discrepancies, ensuring accurate financial reporting and preventing fraud
- ANNUALLY:
 - Business License Renewal and Taxes
 - Provided a 2024 Job Revenue report to submit 2025 Business License Application estimates as well as remaining 2024 taxes due by City.
 - All acquired to ensure legal operation in a specific jurisdiction, fostering public trust, maintaining a positive business image. Required annual renewal, fee submission of updated information, ensuring ongoing compliance. Tracked and reported in Financial Statements.

YMCA South Hampton Roads Corp.**Staff Accountant**

- Worked closely with the VP of Finance and Sr VP of Finance to reconcile accounts and review quarterly or annual reports.
- Helped prepare information for external accounting audits and contact vendors or facilities to ask about unpaid invoices or an updated W 9 for 1099 filings.
- Prepared reports, journal entries, and financials for monthly and quarterly analyses of accounts.
- Inspect state records and submit reports for unclaimed property.
- Responsible for training lower-level accounting staff and facility executives on preparing AP invoices for payment using new SGA software procedures.
- Responsible for bank and ledger account reconciliations.
- Updated accrual contracts prior to expiration.

- Oversee company credit card usage, balances, and limits for employees and vendors; membership transaction fees.
- Supervised the Accounts Payable team for any data discrepancies or alert, completion of timely tasks, administration, and payroll.
- Attended meetings with managers and executives of any corporate or financial team updates.

Access City of Suffolk

Staff Accountant

- Monitor company expenditures, including payrolls, invoices, orders, statements and bills.
- Use New World Systems software to keep company records and back-up data for financial and tax purposes.
- Prepare monthly reports and financials for monthly and periodic analyses of accounts.
- Guarantee that all unpaid invoices are processed for the city of suffolk.
- Oversee amending budgets of accounts and particular funds.
- Monitor addition and disposal of fixed assets.
- Preparation of audit fund workbooks and year-end financials.

Virginia Beach Community Development

Finance Manager

- Ensured timely processing and posting of transactions, and approval of purchase orders in RealPage.
- Performed analysis and provided monthly variance reports to the Chief Financial Officer in preparation for financial board meetings.
- Performed monthly reconciliations on all bank accounts and account ledgers.
- Run spending reports, budget reports, and quarterly reports for grant review with Support Services and Grant Management Teams; manage draw worksheets and ensure timely reimbursement draws for grants.
- Responsible for the bi-weekly payroll processed through Paylocity, the time-sheet system and the maintenance of ongoing changes in staffing time-sheets including the allocation of payroll to appropriate cost centers: mail garnishment, process 403 b activity in Vanguard, post bi-weekly payroll activity in Realpage.
- Assisted in the yearly audit, including preparation of audit work papers, resolution of audit questions.
- Assisted with updating software, internal controls, accounting and fiscal policies and procedures.
- Assisted in annual and periodic reporting: in preparation of budgets, internal and external financial reports; ensure completion of all federal grant and state contract reporting; following all aspects of A-133 and FFR Reporting.
- Undertook special ad hoc assignments or projects; Participated as a member of the leadership team in the development and implementation of team projects; performed routine administrative duties and memorandums to ensure proper management documentation.

Operation Smile

AP Specialist / International Accountant

- Review and Process International wires for office operations.
- Conduct training and procedures via OSI federal regulations and Country guidelines.
- Converted local currencies.
- Prepared and processed international expense reports.
- Prepared required compliance reviews and documents any non-compliance issues.
- Tracked monthly gains and losses in foreign exchange accounts and documented trends via monthly bank reconcile.
- Recorded all international transactions and prepared related summaries and reports assigned country accountants.
- Responded to country office inquiries both in-person and over the phone
- Prepared and reviewed country analysis reports and audits as requested.

Robert Half has interviewed this candidate. We have not verified all representations made by the candidate in this resume. We recommend that our clients also perform their own reference checking.

- Review and process Cash Advance and reimbursement expenses.
- Distribute, Review, and Process for payment Corporate Credit cards and expenses.
- Responsible for vendors in relation to employee usage such as T Mobile, Event Builders, UPS, The shipping Source, and Cox Communications.
- Reconciled G/L vendor accounts and employee accounts by use of Sage, Financial Edge, and Quick Books are in balance at month-end and Fiscal year-end closing.
- Accountable for all Audit paper/digital files at year-end



Middle Peninsula Planning District Commission

Interim Staffing Services

Submitted by:

JAY GILLIS
VICE PRESIDENT, STAFFING
SOLUTIONS
JGILLIS@MGT.US

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July 30, 2026

Middle Peninsula Planning District Commission
c/o Ms. Karen Witherspoon
4521 Lewis B. Puller Memorial Highway
Mattaponi, Virginia 23110

RE: MGT STAFFING SERVICES

Dear Ms. Witherspoon:

Thank you for the opportunity to provide you with information around MGT's Staff Augmentation Services. The information contained herein includes bios of our highly experienced team, firm qualifications, key experience, and associated fees to provide services that exceed expectations. MGT provides comprehensive interim staffing for local governments, school districts, businesses, and nonprofits. We have hands-on experience in staffing city and county management, human capital, public safety, finance, information technology, and public works.

MGT Impact Solutions, LLC (MGT) is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. MGT takes the next step in offering integrated solutions that can accelerate our most important goal: dramatically improving lives by ***advancing and lifting up the communities we serve.***

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

Thank you for your time and consideration. Should you have questions on any aspect of this proposal, please contact me at jgillis@mgt.us

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jay Gillis", is positioned above the printed name and title.

Jay Gillis
Vice President, Staffing Solutions

Firm Profile

Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **900 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world's most-pressing problems, and so do we. Their "why" is our why.

What sets us apart is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the "immediate" needs while changing systems to plan for future resilience and success.

Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**

MGT | FIRST LOOK

Name: MGT Impact Solutions, LLC (MGT)

Locations: Headquarters in Tampa, FL; branch offices nationwide.

Cooperative Contracts:

ASC 20-7359, 24-7484

OMNIA LS4612

TIPS 220601, 220802, 230105

TXShare 2024-019

Structure: Privately held, employee-owned, client-driven Limited Liability Company.

Lines of Business: Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.

MGT's Differentiator: Full Suite of Services

Cyber & Network Solutions

Our Cyber Security and Network Security Solutions team offers a deep technical engineering bench of seasoned, certified experts, working in the “security trenches” in complex IT environments. For the Managed Detection and Response (MDR) solution, our Security Operations Center (SOC) doesn’t sleep so our clients can. Our flagship, best-in-class managed firewall services are unparalleled. We detect, respond, and recover from cyber incidents proactively and harden our clients’ security posture.

 **100 in-house certified engineers**
24x7 NOC and SOC

Human Capital Solutions

Our experts are former local government and school leaders who understand the challenges facing today’s public sector organizations. We offer consulting, recruiting, and staffing solutions that include a full suite of human resources and management studies; executive recruitment services; and interim, managed, and outsourced staffing options. Our experts can assess your organizational culture, permanent and temporary staffing needs, and evaluate your systems and structures, all to maximize efficiency and effectiveness.

 **1,725+ interim employees placed**
1,500+ executive recruitments
500+ consulting studies
In 48 states!

Education Solutions

We create recommendations for our educational clients that are reliable, actionable, and based on proven research and a thorough understanding of each district or system’s program needs and long-term goals. Our team is led by former state education commissioners, district superintendents, school board members, principals, and teachers. Our partnerships have allowed clients to reinvest hundreds of millions of dollars back into the classroom.

 **50 million students served**
38 state DOEs as clients

Financial Solutions

Public agencies face increasing pressure to improve effectiveness and efficiency, while operating in a transparent and sustainable manner. We partner with government organizations, school districts, higher education institutions, and not-for-profits to help them achieve long-term success.

 **50+ years of trusted relationships**
Proprietary software

Diversity, Equity, & Inclusion (DEI) Solutions

We help public sector clients address issues and challenges related to policies and practices which adversely impact DEI. We are one of the largest providers of disparity studies and other DEI solutions designed to increase equitable and inclusive organizational outcomes.

 **225 disparity studies**
DEI assessments & training
Equity Audits

Public Affairs Solutions

Our team of former nationwide leaders in policy development and education leadership partner with our clients to provide business advisory and public opinion architecture solutions which lift up and evolve education ecosystems and impacts public policy programs.

 **Global clientele**
Staff are former policy makers

Experience and Qualifications

Empowering Employers with Cutting-Edge Talent Solutions

MGT knows that building the right-sized team is critical to any successful project. Our professional staffing services offer the expertise and flexibility that our clients need to augment their teams in a productive, convenient, and cost-effective way. We understand public service leadership requires talented staff to support the well-being of the communities they serve. With decades of experience working across the country, MGT strives for excellence by offering many services to meet our clients' ever-changing needs and budgets.

Success Stories

"Your support not only ensured that our HR operations continued smoothly, but it brought a sense of stability and optimism to the workplace (and to me!). Your proactive approach and dedication to excellence sets a great example for everyone. Thank you once again for being such a great and positive help and influence. I appreciate you!"



Tailored Staffing Solutions

PROFESSIONAL STAFFING SERVICES

Staffing on demand is critical for local governments across the nation. MGT can meet these demands with our interim staffing services in positions across your organization. Most municipal departments are understaffed, underfunded, and have tremendous expectations from public officials. That's why MGT offers professional staffing services flexible enough to cater to each client's needs. Whether you're a Fortune 500 corporation, major university, or small municipality, MGT's Professional Staffing Services are flexible and adaptable to cater to your precise requirements.

ADVANCED CANDIDATE SOURCING

We leverage the latest communication tools, including social media, subscribe to national databases for public management employees, and maintain memberships in professional organizations to access the most qualified candidates.

TEMP-TO-HIRE

Prefer to "test drive" the relationship with a candidate for a few months before deciding to make an offer? MGT can solicit, vet, and present candidates under a temp-to-hire scenario.

OUTSOURCING

Do you have a position that will only need to be filled for a few months or a couple of years and would rather avoid hiring the person directly? MGT can take the lead and find you the right candidate.

Why Choose MGT?

- Our network includes over 300,000 public sector contacts.
- To entice quality candidates to consider MGT, we network extensively with professional associations and regularly attend professional conferences.
- We conduct due diligence on candidates. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You will receive resumes of qualified candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is best suited for your needs.

Our Team

Access Our Proven Talent Network, Leaders in Professional Staffing

Armed with expertise across local government leadership, from finance and human resources (HR) to technology and C-suite positions, we help you find the best talent on time for the right fit within your organization. For the past 50 years, public sector leaders have relied on our proven track record and government talent network to help them attract and retain top talent to lead public agencies forward to best serve their communities.

Placement Manager



ANGELA BIANCO

Staffing Consultant

abianco@mgt.us

With over 15 years of experience in Human Resources, Talent Acquisition and Client Relationship Management, Angela is a dynamic staffing professional and full-cycle recruiter known for driving results and cultivating high-performing teams.

Her career includes impactful roles at TC Transcontinental, Express Employment Professionals, and Starbucks, where she led recruitment efforts across multiple states, managed executive-level hiring, and coached future leaders through structured development programs. She brings a deep understanding of HR compliance, employee engagement, and operational excellence, supported by certifications in SQF/HACCP, DISC, and Lean Management.

Known for her approachable leadership style and strategic mindset, Angela thrives in fast-paced environments where people and performance intersect. She is passionate about building inclusive workplace cultures and aligning talent strategies with business goals.

Operational Oversight



JAY GILLIS

Vice President, Staffing Solutions

jgillis@mgt.us

Jay Gillis is a seasoned municipal staffing executive with more than 20 years of experience supporting cities, towns, counties, and quasi-governmental organizations through reliable temporary and contingent staffing solutions.

As Vice President at MGT Impact Solutions, Jay oversees the delivery of staffing programs that help municipal governments maintain day-to-day operations, backfill vacancies, and respond quickly to workforce disruptions while staying within budget and procurement guidelines.

Jay specializes in developing scalable, compliant temporary staffing models that enable municipalities to maintain service continuity, control labor costs, and meet resident expectations. His background includes leading staffing operations that support clerical, administrative, technical, leadership, and program-based roles, balancing speed of placement, supplier performance, and audit readiness. Known for his practical and collaborative approach, Jay helps municipal leaders solve immediate staffing challenges without sacrificing transparency or accountability.

Throughout his career, Jay has remained focused on supporting frontline public services and helping local governments keep essential operations running smoothly. He is recognized for building dependable staffing pipelines, strengthening vendor partnerships, and delivering measurable results in highly visible, publicly funded environments.

Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

MGT provides expert staff augmentation services tailored to the unique needs of local governments, school districts, businesses, and nonprofits. With extensive experience in key areas such as city and county management, human capital, public safety, finance, information technology (IT), and public works, MGT understands the critical role that well-matched staffing plays in project success. Our hands-on approach ensures that we build the right-sized teams that enhance productivity and meet project goals efficiently. By offering flexible and cost-effective solutions, we empower our clients to seamlessly integrate skilled professionals into their operations, thereby addressing immediate staffing needs while supporting long-term objectives.



Success Stories

"I want to express my sincere thanks to you for your help in identifying someone to support our team during this transition! Tom was wonderful to work with - incredibly knowledgeable, professional, and willing to do anything we needed help with. We were fortunate to have him with us during this vacancy."

Our commitment to excellence is underpinned by decades of experience across various sectors and geographies. We recognize that effective public service leadership is dependent on having talented staff in place to foster community well-being. MGT's comprehensive staffing solutions are designed to adapt to the evolving demands and budgets of our clients, providing them with the expertise and support necessary to achieve optimal results. We strive to deliver exceptional service and build lasting partnerships through our dedication to meeting the diverse needs of those we serve.

Customized Work Plans

The plan below is provided as a sample only and is intended to illustrate our typical approach, methodology, and deliverable structure. It may be customized and expanded based on your specific needs, priorities, and expectations.

TASK 1.0: DEVELOP AN UNDERSTANDING

Activities

- 1.1 MGT will meet with the client to understand the requirements for the position. This will include qualifications such as:
 - Professional credentials
 - Personal characteristics

- Salary range
- Responsibilities of the position
- Reporting relationship

TASK 2.0: CANDIDATE SOURCING

Activities

- 2.1 MGT will use our resources to undertake an intensive search to locate candidates whose qualifications match the position requirements.
- 2.2 MGT will start mining our network and reach out to pipeline candidates whose skillset matches the client's requirements. We also use LinkedIn, referrals, and other internet sourcing tools to contact our vast network. If necessary, an abbreviated job announcement may be posted on niche job boards (with client approval).

TASK 3.0: IDENTIFYING QUALIFIED CANDIDATES

Activities

- 3.1 MGT will qualify candidates by interview or resume review to obtain a thorough understanding of their accomplishments, capabilities, and potential.
- 3.2 A comprehensive resume describing past work experience and education will be presented to the client for each candidate whom we recommend.

TASK 4.0: PRESENTATION OF CANDIDATES

Activities

- 4.1 MGT will present candidates who best fill the position requirements. Candidates will be ready to be interviewed by the client.
- 4.2 Client personnel will interview the candidates and make a final determination.

TASK 5.0: SCREENING PROCESS

Activities

- 5.1 MGT will conduct a thorough background screening process including federal, state, and county criminal history; federal and local civil search; and motor vehicle record if applicable.

Pricing

Staffing Services Pricing:

The hourly bill rate for interim staffing is calculated by adding a markup to the assigned employee's base hourly wage. This markup covers all statutory costs, including wages, benefits, taxes, workers' compensation, screenings, and unemployment insurance.

Labor Category	Markup
Administrative/Clerical	45%
Finance	45%
Human Resources	45%
Public Works	45%
Legal	45%
Procurement	45%
IT	55%

Conversion to Permanent Employment:

Clients may hire an assigned employee permanently or temporarily at any time during the contract term. Temp-to-Hire fees will apply according to the following schedule:

Time on Assignment	Conversion Fee
3 Months	25.00%
4-6 Months	20.00%
7-12 Months	15.00%
13-24 Months	5.00%
25+ Months	No Fee

Virginia Clients

Abingdon
Alexandria
Alleghany County
Blacksburg
Chesapeake
Fairfax
Fairfax County
Hampton
Hanover County
Hopewell
James City County
Loudoun County
Newport News
Pittsylvania County
Poquoson
Portsmouth
Prince William County
Roanoke
Salem
Virginia Beach
Virginia Department of General Services
Virginia Department of Taxation
Virginia Department of Transportation
Winchester



We look forward to partnering with you.

From: [Karen Witherspoon](#)
To: [John Edwards](#)
Subject: Fw: SGR | Interim Executive Director Services Proposal
Date: 31 July 2026, 18:05:38
Attachments: [SGR Proposal Packet - MPPDC-VA - INT Executive Director Services \(07-2026\).pdf](#)

John, SGR just sent me their proposal.
They got a few things wrong And I will have them correct next week.

This will at least provide a good reference for next week's meeting.

Get [Outlook for iOS](#)

From: Troi Cluse <troicluse@governmentresource.com>
Sent: Friday, 31 July 2026 17:47:21
To: Karen Witherspoon <Karen@elevateleadershipllc.com>
Subject: SGR | Interim Executive Director Services Proposal

Hi there Karen,

Apologies for the delayed response. I reviewed your voicemail and wanted to respond with the attached Proposal Packet.

Please see our Interim Proposal for your review and approval. The packet includes a breakdown of our sourcing process, pricing details, and the proposed Service agreement with the Interim pricing and terms.

Please feel free to contact me if you have any questions or need any further assistance.

Have A Good One! 😊



Troi Cluse
Interim and Consulting Coordinator

O: 817-337-8581 | C: (817) 753-3152

[Website](#) | [LinkedIn](#) | [Schedule a Meeting](#)

PROPOSAL FOR INTERIM MANAGEMENT

**Interim Executive Director Services
for The (MPPDC) Middle Peninsula
Planning District Commission, Virginia**

July 31, 2026

This Proposal is Valid for 60-Days

Strategic Government Resources

P.O. Box 1642, Keller, Texas 76244

Office: 817-337-8581

Wendle Medford, President

Interim, Consulting, and Embedded Services

WendleMedford@GovernmentResource.com





Karen Witherspoon, Founder and Principal
(MPPDC) Middle Peninsula Planning District Commission, Virginia

July 30, 2026

Dear Mrs. Karen Witherspoon,

Thank you for the opportunity to submit this proposal to assist the MPPDC in your recruitment for an Interim Executive Director.

SGR has the unique ability to provide a personalized and comprehensive interim recruitment to meet your needs. We would like to draw your attention to some key aspects that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR is the largest interim services firm in Texas, and one of the largest in the nation, maintaining a candidate pool of more than 600 qualified local government professionals.
- SGR has been trusted with over 300 quality interim placements and counting.
- SGR announces all conducted recruitment in our 10-in-10/Servant Leadership e-newsletter subscribers: over 35,000 in all 50 states.
- SGR reaches a broad community of over 19,000 LinkedIn followers.

No other firm can touch our reputation for being trusted by both clients and candidates. We are excited about the prospect of working with the MPPDC, and we are available to visit with you at your convenience.

Respectfully submitted,

Wendle Medford

Wendle Medford, President of Interim, Embedded & Consulting Services

WendleMedford@GovernmentResource.com

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About SGR

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by recruiting, assessing, and developing innovative, collaborative, and authentic leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between.

With 28 full-time employees, 27 recruiters, 16 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise.

The company operates as a fully remote organization, with team members located in: Texas, Arizona, California, Colorado, Florida, Georgia, Main, Missouri, Montana, New York, North Carolina, South Carolina, Ohio, Oklahoma, and Oregon.

View all SGR team members and their bios at: <https://sgr.pub/MeetTeamSGR>.

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in interim recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of applicants by utilizing our unequaled network of prospects.

- Your position will be announced in SGR's 10-in-10/Servant Leadership e-newsletter subscribers: over 35,000 in all 50 states.
- SGR frequently partners with local government associations including League of Women in Government, Local Government Hispanic Network, and the National Forum for Black Public Administrators.

Collective Local Government Experience

Our Interim Services personnel have years of experience in local government, as well as regional and national networks of relationships. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR will not enter an engagement with an entity or organization that directs bias or expects bias to be demonstrated on any basis other than factors that affect the ability of the candidate to do the job. SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR cannot guarantee the makeup of the semifinalist or finalist groups, SGR has relationships and contacts nationwide to encourage the meaningful participation of underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great fit regarding values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next generation leaders. We have earned their trust. As a result, SGR is able to bring exceptional prospects to the interim candidate pool. Candidates trust SGR to assess the situation well, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your interim management services will be managed by Wendle Medford, President Interim, Consulting, and Embedded Services. Wendle is accessible at all times throughout the process and can be reached on cell phone or via email.

No Surprises

One of the worst things that can happen for you is to get surprised with undisclosed information about a candidate. SGR does thorough background work on all interim candidates to minimize the chance for surprises.

Comprehensive Background Investigation Reports

SGR utilizes a licensed private investigation firm to provide comprehensive background investigations for each interim candidate.

Comprehensive Media Reports

SGR conducts a comprehensive media search report on each interim candidate we recommend. Each media report is compiled from information gathered using our proprietary online search process. This is not an automated process and produces far superior results than a standard media or simple Google search.

Project Personnel

Wendle Medford, President
Interim, Consulting and Embedded Services

WendleMedford@GovernmentResource.com

Phone: 817-753-3157



Wendle Medford is a seasoned leader with over 20 years of experience in both municipal and private sector leadership. As President of Interim, Consulting, and Embedded Services at SGR, Wendle leads the successful delivery of interim management services and consulting projects for over 700 local governments across 47 states.

Wendle's career is marked by a series of executive leadership roles, including city management, where he has driven strategic growth and innovation in high-growth communities across North Texas. He combines a deep business acumen with technical expertise, ensuring the advancement of public services through the integration of advanced technology, process optimization, and a commitment to transparency and digital democracy.

A U.S. Air Force veteran, Wendle was recognized as a Distinguished Graduate by the U.S. Air Force Air Education and Training Command for his outstanding academic achievements. He holds both a Bachelor of Business Administration and a Master of Public Administration degrees, and has earned certifications as a Certified Public Manager (Texas State University) and a Certified Government Chief Information Officer (University of North Carolina at Chapel Hill), and is a graduate of the University of Oklahoma's Economic Development Institute. Additionally, Wendle is an alumnus of Leadership North Texas.

Project Methodology

Overview

SGR provides a comprehensive scope of interim management services, and each interim management contract is tailored to meet the client's specific needs. However, an interim management search typically entails the following:

1. Organizational Inquiry and Analysis

- Initial Interview to Determine Organizational Needs

2. Evaluation of Interim Candidate Pool

- Review Experience and Qualifications of Candidate Pool
- Determine Best Match for Interim Assignment
- Update Candidate's Stage 1 Media Search Report

3. Proposal and Selection of Interim Candidate

- Recommended Interim Candidate for Approval
- Schedule Interview of Recommended Candidate
- Finalize Candidate Selection
- Conduct Comprehensive Media Search
- Complete Background Investigation

4. Onboarding Process

- Finalize Assignment Details
- Notify Interim Candidate of Assignment Commencement

5. Assignment Period

- Check-ins to Ensure Client Satisfaction
- Process Weekly Interim Contractor Time Sheets

6. Conclusion of Assignment

- Close Assignment

Step 1: Organizational Inquiry and Analysis

In the Organizational Inquiry and Analysis Stage, SGR devotes tremendous energy to understanding your unique culture, environment, and goals to ensure the right match for your particular needs.

- **Interview to Determine Organizational Needs:** Fully understanding your needs is the most critical part of conducting a successful interim management search and placement. SGR conducts an interview to find out more about the position, special considerations, and the political environment. These interviews last approximately 30 minutes to one hour and identify individual issues that are relevant to the search as well as develop a composite understanding of the organization's preferences.

Step 2: Evaluation of the Interim Candidate Pool

SGR fully vets all local government professionals who make up our Interim Candidate Pool.

- **Review of Candidate's Experience and Qualifications:** Reviewing resumes is an important and valuable step in the interim search process, and SGR's goal is to have a clear understanding of the person behind the resume and what makes him/her an outstanding interim prospect for you.
- **Finding the Best Match:** SGR uses the information obtained in the initial interview and conversations to find the interim candidate who will be the best match for your organization.
- **Update of Candidate's Stage 1 Media Search Report:** SGR conducts a Stage 1 media search on each individual in our Interim Candidate Pool. Once SGR determines the best candidate to recommend, the media search report is updated for that candidate. This involves a review of all newspaper articles mentioning the candidate in major news outlets within the previous two years.
- **Conduct Comprehensive Media Search Report:** These media reports are compiled by utilizing our proprietary media search process, including variations of the candidates' names and states/cities in which they have lived or worked, and searches of local papers where the candidates have lived or worked. We also search social media sites. The Comprehensive Media Report typically ranges from 20-300 pages per candidate and may include news articles, links to video interviews, blog posts, etc.
- **Comprehensive Background Investigation Reports:** Through SGR's partnership with FirstCheck, a licensed private investigations company, we are able to obtain a comprehensive background screening reports that include detailed information such as:

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report
- Federal criminal search
- National criminal search
- County wants and warrants
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County criminal search (for every county in which the candidate has lived or worked)
- County civil search (for every county in which the candidate has lived or worked)
- Education verification

Due to the personal nature of the report, the actual background report will not be given to your organization; however, your organization will be notified of any issues discovered.

Step 3: Proposal and Selection of Interim Candidates

- **Recommend Interim Candidate for Approval:** SGR will recommend the candidate we believe is the best match to serve in the interim position for your organization. If you desire, SGR will recommend several candidates with which interviews can be scheduled you make your final decision.
- **Finalize Candidate Selection:** Once you have approved the interim candidate of your choice, SGR will notify the selected candidate.

Step 4: Onboarding Process

SGR will work with you and the selected candidate so the assignment can begin quickly.

- **Finalize Assignment Details:** SGR will finalize the details of the assignment, including location, start date, responsibilities, and any other necessary information.
- **Notify Candidate of Assignment Commencement:** SGR will notify the candidate of his/her selection and provide them with all of the information they will need to begin the assignment.

Step 5: Assignment Period

It is important that you are completely satisfied with the candidate selected for the interim position. If at any time, you feel like the candidate is not the right fit for your organization, SGR

will provide another interim candidate that meets your expectations.

- **Check-ins:** SGR will conduct check-ins with all parties to ensure that you are satisfied with the work being performed.
- **Process Contractor Time Sheets:** SGR provides the selected candidate with a contractor time sheet to log hours worked. The client will be asked to sign the time sheet to verify the hours worked at the end of each week. SGR will process the time sheet and pay the interim candidate.

Step 6: Conclusion of Assignment

Once the interim assignment is concluded, SGR will coordinate with your organization to close out the contract.

- **Close Assignment:** At the conclusion of the assignment, SGR will coordinate with your organization and the interim on the final work day. SGR will obtain the final time sheet from the interim candidate, and your organization will perform any exit processes necessary with the interim candidate.
- **Client Satisfaction Survey:** SGR works very hard to deliver exceptional customer service and it is important that we receive honest and objective feedback from our clients. We may ask you to complete a client satisfaction survey and discuss any feedback and suggestions you may have that will help us in our goal of continuous process improvement.

Fee Structure & Service Agreement

SGR will provide a highly qualified interim manager at an hourly rate based on the total amount the City has in the current fiscal year budget for compensation of the position including, but not limited to:

- Base Salary
- FICA
- Worker's Comp
- Retirement
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long/Short Term Disability Insurance
- Longevity Pay
- Deferred Compensation
- Technology Allowance (cell phone, computer, etc.)
- Car Allowance
- Professional Membership Dues
- Any Other City Provided Benefit
- (Example: Salary + All Benefits ÷ 2080 hours = Hourly Rate)

**Hourly rates are subject to change based on market demand.*

Depending on the location of the permanent residence of the selected interim candidate, the City may need to provide a mileage/travel stipend and/or temporary lodging, such as a hotel direct billed to the City during the term of the assignment.

Total Costs:

- Hourly rate – paid for hours worked
- Comprehensive Media Search \$500
- Background Report \$400
- Mileage/Travel/Temporary Lodging if necessary
- If City hires the candidate placed as Interim for a permanent position during the term of this agreement or within 12 months after the conclusion of this agreement, City will pay SGR an employment placement fee of \$10,000.00. This fee is waived if SGR conducts a full-service executive search for this position.

Billing

SGR will submit an invoice bi-weekly for the hours worked the previous week. The invoice is due within 14 days of receipt. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

Provision of Service Guarantee

SGR guarantees that you will be satisfied with the interim candidate placed with your organization. If at any time, you do not feel like the candidate is the right fit for your organization, SGR will provide another interim candidate who meets your satisfaction, pending availability of suitable candidates.

References

Andrew Freeman

Interim City Manager City of Amarillo, Texas
(pop. 199,000)
Email: andrew.freeman@amarillo.gov
Phone: 806-378-5285

Randy Singleton, Mayor

City of Bridgeport, Texas
(pop. 64,000)
Email: rsingleton@cityofbridgeport.net
Phone: 940-683-3415

Jose Madrigal, City Manager

City of Durango, Colorado
(pop. 19,000)
Email: jose.madrigal@durangogov.org
Phone: 970-375-5005

Aretha R. Ferrell-Benavides,

City Manager City of Martinsville, Virginia
(pop. 13,500)
Email: a.ferrell-benavides@ci.martinsville.va.us
Phone: 276-403-5182

Tobin Maples, Town Administrator

Town of Highland Park, Texas
(pop. 8,800)
Email: tmaples@hptx.org
Phone: 214-559-9444

Paul Grimes, City Manager

City of McKinney, Texas
(pop. 182,000)
Email: pgrimes@mckinneytexas.org
Phone: 972-547-7501

Jason King, City Manager

City of Stephenville, Texas
(pop. 21,000)
Email: jking@stephenvilletx.gov
Phone: 254-918-1265

Eric Ellwanger, City Manager

City of Allen, Texas (pop. 102,000)
Email: eellwanger@cityofallen.org
Phone: 214-509-4110

Raymond C. Lee III, City Manager

City of Greeley, Colorado
raymond.lee@greeleygov.com
970-350-9770

Clients, Positions & Projects

Aransas County, Texas
City of Addison, Texas
City of Amarillo, Texas
City of Angleton, Texas
City of Anna, Texas
City of Athens, Texas
City of Bastrop, Texas
City of Bedford, Texas
City of Brenham, Texas
City of Bridgeport, Texas
City of Broken Arrow, Oklahoma
City of Burkburnett, Texas
City of Burleson, Texas
City of Cameron, Missouri
City of Canyon, Texas
City of Carrollton, Texas
City of Castroville, Texas
City of Cedar Park, Texas
City of Celina, Texas
City of Cleburne, Texas
City of Colleyville, Texas
City of Dayton, Texas
City of Del Rio, Texas
City of Denison, Texas
City of DeSoto, Texas
City of Dickenson, Texas
Town of Double Oak, Texas
City of Dripping Springs, Texas
City of Dumas, Texas
City of Duncanville, Texas
City of Durango, Colorado
City of El Reno, Oklahoma
City of Ennis, Texas
City of Erie, Colorado
City of Eugene, Oregon
City of Fairview, Texas
City of Fate, Texas
City of Flatonia, Texas
City of Forney, Texas
City of Fort Worth, Texas
City of Fort Smith, Arkansas
City of Freeport, Texas
City of Palestine, Texas
City of Parkville, Missouri
City of Pecos, Texas
City of Pflugerville, Texas

City of Garland, Texas
City of Georgetown, Texas
City of Glenn Heights, Texas
City of Gonzales, Texas
City of Greenville, Texas
City of Gresham, Oregon
City of Heath, Texas
Town of Highland Park, Texas
Hunt County, Texas
City of Hutto, Texas
City of Irving, Texas
City of Joshua, Texas
City of Keene, Texas
City of Kemah, Texas
City of Keller, Texas
City of Kilgore, Texas
City of Lafayette, Colorado
City of Lago Vista, Texas
City of Lancaster, Texas
City of La Marque, Texas
City of La Vista, Nebraska
City of Levelland, Texas
City of Lexington, Texas
City of Llano, Texas
City of Lubbock, Texas
City of Marble Falls, Texas
City of Marshall, Texas
City of McKinney, Texas
City of Miami, Oklahoma
City of Mineral Wells, Texas
City of Missouri City, Texas
City of Moline, Illinois
City of Montgomery, Texas
City of Mount Pleasant, Texas
City of Murphy, Texas
City of New Braunfels, Texas
City of Nacogdoches, Texas
City of North Richland Hills, Texas
North Texas Municipal Water District
City of Oak Point, Texas
City of O'Fallon, Missouri
City of Overton, Texas
City of South Padre Island, Texas
City of Southlake, Texas
City of Superior, Arizona
City of Stephenville, Texas
City of Sunnyvale, Texas
City of Taylor, Texas
City of Terrell, Texas

City of Pilot Point, Texas
City of Plainview, Texas
City of Port Arthur, Texas
City of Princeton, Texas
Town of Providence Village
City of Quinlan, Texas
City of Richwood, Texas
City of Rockport, Texas
City of Round Rock, Texas
City of Roswell, New Mexico
City of Rowlett, Texas
City of Sachse, Texas
City of Saginaw, Texas

City of San Marcos, Texas
City of Seagoville, Texas
City of Sherman, Texas
City of Tomball, Texas
Town of Trophy Club, Texas
City of Weatherford, Texas
Town of Wellington, Colorado
City of West Lake Hills, Texas
City of Wilmer, Texas
City of Winnsboro, Texas
City of Wolfforth, Texas
The Woodlands Township Lee County, Florida
Parker County, Texas
Washington County, Oregon

Positions/Projects

City Manager
City Administrator
Administration Director
Assistant City Manager
Assistant to the City Manager
Assistant Community Services Director Assistant
Finance Director
Assistant Fire Chief
Building Official
Capital Projects Manager
Chief Building Official
Chief Financial Officer
Chief Information Officer
City Engineer
City Secretary
Community Development Director
Controller
CVB Director
Department of Public Safety
IA Consulting Development Director
Disaster Recovery Specialist
Utility Billing Manager

Economic Development Director
Field Operations Superintendent
Finance Director
Fire Chief Fire Marshal
Fixed Based Operations Director
Human Resources Director
Information Technology Director
Library Director
Municipal Court Administrator
Neighborhood Services Director
Parks Construction Manager
Planning/Community Development Director Planning
Manager
Police Chief Police Director
Public Information Officer/Webmaster
Public Works Director
Purchasing Manager
Risk Manager
Senior Contract Compliance Specialist
Street and Storm-water Director

Management Consulting Projects

Animal Services Study
Community Development
Compensation Market Analysis Containerized
Solid Waste Study
Disaster Recovery Consulting
Fee Studies
Finance Consulting

Human Resources Operational Assessment
Human Resources Consulting
Job Description Development
Market Competitive Analysis
Municipal Court Surveys
Pay Plan Development Services Personnel
Salary and Staffing Studies
Secret Shopper Program

Policies Development Procurement
Training Procurement Templates
Public Safety Assessments
Public Safety Internal Affairs

Salary Surveys
Utility Billing Department Assessment
Website Development and Management



July 31, 2026

Middle Peninsula Planning District
Commission, Virginia
Karen Witherspoon, Founder and Principal
Karen@elevateleadershipllc.com

Strategic Government Resources
Wendle Medford, President
Interim, Consulting, and Embedded Services
WendleMedford@GovernmentResource.com

("MPPDC")

("SGR")

Scope of Services. The Middle Peninsula Planning District Commission, Virginia, (referred to as "MPPDC") seeks an Interim Executive Director to perform related duties for MPPDC. Strategic Government Resources (referred to as "SGR") will provide a highly experienced local government professional to serve as Interim Executive Director for MPPDC.

Recommended Candidate. SGR and MPPDC will work together to determine a final candidate for consideration. Should MPPDC wish to consider an alternate candidate, SGR can provide other experienced local government professionals for MPPDC to interview. MPPDC may interview candidate(s) by phone, Skype, or in person. MPPDC will reimburse all travel, lodging, and per diem expenses for any in-person interviews. If at any time during the assignment, MPPDC wishes to have another candidate provided to serve as Interim Executive Director, SGR will produce additional experienced local government professionals to fill the position, to the satisfaction of MPPDC, pending availability of suitable candidates.

Directions and Control. The MPPDC is responsible for the direction, supervision, and control of the contractor. It is the MPPDC's responsibility to provide a safe workplace and to furnish the contractor with any equipment/ training needed to perform their role.

Terms and Conditions. SGR will provide an Interim Executive Director at a rate of \$100.00 - \$125.00 per hour (Depending on the selected candidate). The Interim Executive Director will work a maximum of 40 hours per week unless approved by MPPDC. Any hours worked in excess of 40 hours per week will be billed at the standard contract rate of \$100.00 - \$125.00 per hour (Depending on the selected candidate).

MPPDC Contact for Invoicing:

Name: _____

Email: _____

Phone: _____

1. SGR will perform a Comprehensive Media Search on the candidate selected by MPPDC and provide a comprehensive media report to MPPDC. This media report is compiled from information gathered using our proprietary online search process. This is not an automated process and produces far superior results than a standard media or simple Google search. The report length may be as long as 350 pages and may include news articles, links to video interviews, blog posts by residents, etc.
2. The MPPDC's final approval of the interim candidate will be dependent upon client acceptance of results of the media and background searches conducted, and we recommend a start date after completion of all elements of our background checking process.

Should an organization choose to start an interim candidate prior to completion of media searches and/or any other elements of the standard background investigation, SGR will be held harmless for any unexpected findings.

3. SGR will perform a comprehensive background investigation on the candidate selected by the MPPDC. SGR uses a licensed private investigation firm for these services. Through SGR's partnership with FirstCheck, we are able to provide our clients with comprehensive background screening reports that include detailed information such as:
 - Social Security number trace
 - Address history
 - Driving history/motor vehicle records
 - Credit report
 - Federal criminal search
 - National criminal search
 - Global homeland security search
 - Sex offender registry search
 - State criminal search (for current and previous states of residence)
 - County criminal search (for every county in which candidate has lived or worked)
 - County civil search (for every county in which candidate has lived or worked)
 - Education verification
4. MPPDC is responsible for the cost of any drug screening that MPPDC may require.
5. All routine business expenses incurred by SGR's representative in their role as Interim Executive Director, will be reimbursed under the same terms and conditions that such expenses would be reimbursed for any other employee of MPPDC, such as mileage, hotel, and per diem when traveling at the request of MPPDC, and business meals incurred for local meetings. Commute time will not be billed by SGR.
6. The MPPDC will provide temporary housing such as a local hotel, direct billed to MPPDC, with a mileage/travel reimbursement between Interim Executive Director's permanent residence and MPPDC. Mileage is reimbursed by MPPDC at the current IRS mileage reimbursement rate.
7. MPPDC will be billed bi-weekly for the previous 2 week's work and any travel/housing

reimbursement. Payment will be due within 14 days of each billing. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid. SGR will not be compensated for holidays, vacation time, sick leave, etc.

8. If MPPDC hires the candidate placed as Interim Executive Director for a permanent position during the term of this agreement or within 12 months after the conclusion of this agreement, MPPDC will pay SGR an employment placement fee of \$10,000.00. This fee is waived if SGR conducts a full-service executive search for this position.
9. MPPDC or SGR may terminate the agreement for Interim Executive Director Services with a fourteen (14) day written notice, without cause or penalty. If MPPDC does not provide a minimum of fourteen (14) days' written notice of termination of the agreement, MPPDC agrees to pay for Interim Executive Director Services for a period not to exceed fourteen (14) days following the date of notice.
10. MPPDC grants SGR permission to use any name, logo, or other identifying mark of MPPDC in SGR's social media content to refer to the relationship established by this agreement.

Cost Summary. SGR will provide Interim Executive Director Services to MPPDC as follows:

Interim Executive Director Services	\$100.00 - \$125.00 per hour (Depending on the selected candidate)
Comprehensive Media Search Report	\$500.00
Background Investigation	\$400.00
Mileage/Temporary Housing	TBD*
Travel expenses for in-person interviews, if needed	TBD
Per diem for in-person interview, if needed	\$18 breakfast, \$20 lunch, \$31 dinner

**Mileage will be billed at the Standard Mileage Reimbursement Rate established by the IRS. MPPDC will provide temporary housing or a housing stipend, if necessary.*

Confidentiality Agreement. The Interim Executive Director will perform services for MPPDC which may require MPPDC to disclose confidential and proprietary information to Interim Executive Director or which may require MPPDC to grant authorization to the Interim Executive Director to make financial and legal transactions on behalf of the MPPDC. Confidential information includes, but is not limited to, any information of any kind, nature, or description concerning any matters affecting or relating to Interim Executive Director's services for MPPDC, the business or operations of MPPDC, and/or the products, projects, drawings, plans, processes, or other data of MPPDC. Financial and legal information includes, but is not limited to, financial institution wire transfers, deposits, withdrawals, cash handling, investment

handling, real property transactions, or other financial or legal transactions of MPPDC. The Interim Executive Director, through his/her contract with SGR agrees:

- To hold any and all confidential information received from MPPDC in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- Not to disclose or divulge, either directly or indirectly, the confidential information to others unless first authorized to do so in writing by MPPDC. For financial and legal transactions, Interim Executive Director must receive authorization from MPPDC verbally and in writing, other than by email, and Interim Executive Director shall maintain reasonable data security controls to protect Interim Executive Director and MPPDC from social engineering attacks.
- Not to reproduce the confidential information, nor use this information commercially, or for any purpose other than the performance of his/her duties for MPPDC.
- That upon request or upon termination of his/her relationship with MPPDC, deliver to MPPDC, any drawings, notes, documents, equipment, and materials received from MPPDC or originating from his/her activities for MPPDC.
- That MPPDC shall have the sole right to determine the treatment of any information that is part or project specific received from Interim Executive Director, including the right to keep the same as confidential and proprietary.

Venue. The venue for any disputes shall reside in any of the following Member Counties within the state of Virginia: Essex County, Gloucester County, King and Queen County, King William County, Mathews County and Middlesex County.

Applicable law. This agreement shall be governed by the laws of the State of Virginia.

This agreement represents the full and complete agreement between Strategic Government Resources and The Middle Peninsula Planning District Commission, Virginia, and supersedes any and all prior written or verbal agreements. This agreement may be modified or amended only by a written instrument signed by the parties.

Approved and Agreed to on _____, by and between Strategic Government Resources and The Middle Peninsula Planning District Commission, Virginia.

**Karen Witherspoon, Founder and Principal
Middle Peninsula Planning District Commission,
Virginia**

**Wendle Medford, President
Interim, Consulting, and Embedded Services
Strategic Government Resources**